

Regulations on the Protection of Personal Information etc. at National University Corporation
Nagoya Institute of Technology

Enacted March 22, 2005

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Chapter 1 General Provisions

Objectives

- Article 1** These regulations stipulate matters necessary for the protection of personal information and the proper handling of individual numbers and specific personal information (hereinafter, "Specific Personal Information etc.") at National University Corporation Nagoya Institute of Technology (hereinafter, the "Corporation"). The purpose is to protect the rights and interests of individuals while ensuring the proper and smooth operation of the Corporation's clerical work and operations.
- 2 Protection of personal information at the Corporation is according to the provisions of these regulations in addition to the provisions of the Act on the Protection of Personal Information (Act No. 57 of 2003); hereinafter, the "Personal Information Protection Act"), the Order for Enforcement of the Act on the Protection of Personal Information (Order No. 507 of 2003; hereinafter, the "Order for Enforcement", the Enforcement Ordinance for the Act on the Protection of Personal Information (Personal Information Protection Commission Regulation No. 3 of 2016; hereinafter the "Personal Information Protection Commission Regulation"), and the Act on the Protection of Personal Information Guidelines (General Rules) (Personal Information Protection Commission Public Notice No. 6 of November 30, 2016; hereinafter, the "Personal Information Guidelines") and other laws and ordinances.
- 3 The proper handling of specific personal information, etc. by the Corporation is according to the provisions of these regulations in addition to the provisions of the Act on the Use of Numbers to

Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013; hereinafter the "Numbers Act"), Guidelines for Appropriate Handling of Specific Personal Information (Administrative Agencies, Local Public Entities, etc.) (Specific Personal Information Protection Committee Public Notice No. 6 of 2014), the Personal Information Protection Act, the Order for Enforcement, the Personal Information Protection Commission Regulations, the Personal Information Guidelines, other laws and ordinances, etc.

(Definitions)

Article 2 The meanings of the terms used in these regulations shall be as prescribed in Articles 2, 16, and 60 of the Personal Information Protection Act and Article 2 of the Numbers Act.

Chapter 2 Management System

(General Protection Manager)

Article 3 The Corporation shall have a General Protection Manager, filled by an Executive Director or Deputy Executive Director appointed by the President.

2 The General Protection Manager has overall responsibility for clerical work related to the management of personal information and individual numbers (hereinafter, "Personal Information etc.") at the Corporation.

(Protection Manager)

Article 4 The divisions and offices and Dept. of Technical Support, Technical Support Division (hereinafter, "Offices etc.") stipulated in Article 8, Paragraph 2, Items 5 to 7, of the National University Corporation Nagoya Institute of Technology Organization Regulations (Regulation No. 9 of March 11, 2019) and in Article 3 of the National University Corporation Nagoya Institute of Technology Administrative Organization Regulations (enacted April 1, 2004) that handle Personal Information etc. shall have a protection manager, who shall be appointed by the managing director of the Office etc..

2 The protection manager shall ensure appropriate management of Personal Information etc. in their Office etc.

3 When Personal Information etc. is handled in an information system, the Protection Manager shall take charge in cooperation with the manager of that information system.

4 When a protection manager finds it necessary concerning the handling of Personal Information etc., they shall report to the General Protection Manager.

(Protection Staff)

Article 5 One or more persons in charge of protection shall be assigned to each Office etc. in which personal information is handled, and the person(s) in charge of protection shall be designated by the protection manager for that Office etc.

2 Protection staff shall assist the protection manager and handle clerical work concerning the

management of personal information in their Office etc.

(Audit Manager)

Article 6 The Corporation shall have an audit manager, who shall be an auditor appointed by the President.

2 The audit manager audits the state of management of Personal Information etc.

Chapter 3 Obligations of Directors, Staff, etc.

(Obligations of Directors and Staff)

Article 7 Executives and staff (including dispatched workers; hereinafter the same) (hereinafter, "executives and staff") who are engaged in the handling of Personal Information etc. shall not disclose the contents of personal information obtained in connection with their work to others without good reason or use it for improper purposes. The same shall apply even after they leave their post.

2 Executives and staff must handle Personal Information etc. in accordance with the purpose of the Personal Information Protection Act and the Numbers Act, in compliance with relevant laws, regulations, etc. and with the instructions of the general protection manager, protection managers, and protection staff.

(Education and Training)

Article 8 The General Protection Manager shall provide staff engaged in the handling of Personal Information etc. with the education and training necessary to deepen their understanding of the handling of Personal Information etc. and to raise their awareness of Personal Information etc. protection.

2 For the sake of appropriate management of Personal Information etc., the General Protection Manager provides the necessary education and training on information system management, operation, and security measures to staff engaged in clerical work related to the management of information systems that handle Personal Information etc.

3 For the sake of appropriate management of Personal Information etc. in Offices etc., the General Protection Manager provides the necessary education and training to protection managers and protection staff.

4 For the sake of appropriate management of Personal Information etc., each protection manager takes necessary measures such as providing staff of the Office etc. with opportunities to participate in the education and training described in the preceding paragraph.

Chapter 4 Handling of Personal Information

(Specification of Purpose of Use)

Article 9 In handling personal information, the Corporation must limit handling to that necessary to

carry out the duties stipulated in the National University Corporation Act (Act No. 112 of 2003) and must specify the purpose of its use (hereinafter, "purpose of use") as much as possible.

(DELETED)

2 When the Corporation changes the purpose of use, it must not do so beyond the extent that it is reasonably considered to be related to the purpose of use before the change.

(Restriction by Purpose of Use)

Article 10 Except in the following cases, the Corporation must not handle personal information beyond the scope necessary to achieve the purpose of use specified in the preceding Article without obtaining the prior consent of the individual.

(i) When based on law or ordinance

(ii) When it is necessary for the protection of the life, body, or property of an individual and it is difficult to obtain the consent of the individual

(iii) When the disclosure is particularly necessary for improving public health or promoting the sound growth of children and it is difficult to obtain the consent of the individual.

(iv) When it is necessary to cooperate with a national agency, a local government, or an individual or entity to whom either a national agency or local government outsourced the execution of clerical work prescribed by law and ordinance, and there is a danger that obtaining the consent of the individual would impede the carrying out of the administrative matter in question.

(v) When it is necessary to handle personal information for the purpose of providing it for academic research ("academic research purposes") (including when part of the purpose of handling the personal information is academic research, but excluding cases in which there is a risk of unjustly infringing on the individual's rights or interests)

(vi) When personal data is provided to an academic research institution etc. and said academic research institution etc. needs to handle said personal data for academic research purposes (including when part of the purpose of handling the personal information is academic research, but excluding cases in which there is a risk of unjustly infringing on the individual's rights or interests)

(Prohibition of Improper Use)

Article 11 The Corporation must not use personal information in a manner that may encourage or induce illegal or unjust acts.

(Proper Acquisition)

Article 12 The Corporation must not acquire personal information through deception or other wrongful means.

2 The Corporation must not acquire any personal information requiring special consideration without obtaining the prior consent of the individual, except in the following cases.

- (i) When based on law or ordinance
- (ii) When it is necessary for the protection of the life, body, or property of an individual and it is difficult to obtain the consent of the individual
- (iii) When the disclosure is particularly necessary for improving public health or promoting the sound growth of children and it is difficult to obtain the consent of the individual.
- (iv) When it is necessary to cooperate with a national agency, a local government, or an individual or entity to whom either a national agency or local government outsourced the execution of clerical work prescribed by law and ordinance, and there is a danger that obtaining the consent of the individual would impede the carrying out of the administrative matter in question.
- (v) When it is necessary to handle the personal information requiring special consideration for the purpose of academic research (including cases in which part of the purpose for handling the personal information requiring special consideration is academic research, but excluding cases in which there is a risk of unreasonably infringing on the individual's rights and interests)
- (vi) When the said personal information requiring special consideration is obtained from an academic research institution etc. and it is necessary to obtain that personal information requiring special consideration for the purpose of academic research (including cases in which part of the purpose of acquiring the personal information requiring special consideration academic research, but excluding cases in which there is a risk of unreasonably infringing on the individual's rights and interests) (limited to cases in which the academic research is conducted jointly by the Corporation and the said academic research institution etc.)
- (vii) When the personal information requiring special consideration is disclosed by the individual concerned, a national agency, a local government public entity, an academic research organ, etc., by a person listed in an item of Article 57, Paragraph 1 of the Personal Information Protection Act, or by a person specified in the Personal Information Protection Commission Regulations
- (viii) Other cases stipulated by government ordinance as equivalent to a case listed in the preceding items

(Notification etc. of Purpose of Use at the Time of Acquisition)

Article 13 When the Corporation acquires personal information, it must promptly notify the individual or announce publicly the purpose of use, except when it has publicly announced the purpose of use in advance.

2 Notwithstanding the provisions of the preceding paragraph, when the Corporation acquires personal information on an individual in a contract or other document (including electromagnetic media; hereinafter in this paragraph, the same) accompanying the conclusion of a contract with that person or otherwise acquires personal information on that person directly by document from that person, it must state the purpose of use to that person in advance. However, this shall not apply in cases where it is urgently necessary for the protection of human life, body or property.

3 When the Corporation changes the purpose of use, it must notify the individual or announce publicly to this effect.

4 The provisions of the preceding three paragraphs do not apply in the following cases.

(i) When notifying the person of the purpose of use or publicly announcing it poses a risk of harming the life, body, property, or other rights and interests of the person or of a third party

(ii) When notifying the person in question of the purpose of use or publicly announcing it poses a risk of harm to the rights or legitimate interests of the Corporation

(iii) When it is necessary to cooperate with a national agency or local public entity in the execution of clerical work prescribed by laws and ordinances and there is a risk that notifying the person or publicly announcing the purpose of use might interfere with the execution of those clerical work

(iv) When it is recognized that the purpose of use is obvious in view of the circumstances of acquisition

(Ensuring accuracy of data contents etc.)

Article 14 The Corporation must keep personal data accurate and up to date to the extent necessary to achieve the purpose of use and must endeavor to delete that personal data without delay when it is no longer necessary to use it.

(Safety Management Measures)

Article 15 The Corporation must take necessary and appropriate measures for the safety management of personal data in order to prevent leakage, loss, or damage to personal data.

(Supervision of Employees)

Article 16 When the Corporation has executives and staff handle personal data, the Corporation must conduct necessary and appropriate supervision of such executives and staff in order to ensure the safety management of that personal data.

(Supervision of Contractors etc.)

Article 17 If the Corporation outsources all or part of the handling of personal data, the Corporation must conduct necessary and appropriate supervision of the contractor in order to ensure the safety management of the entrusted personal data.

2 If the Corporation outsources all or part of the handling of personal data, the Corporation must clearly state the following items in the contract, and confirm in writing the necessary items such as the management and implementation system for the responsible staff person and employees engaged in those duties at the contractor and the items concerning inspection of the state of personal data management.

(i) Obligation to maintain confidentiality of personal data and prohibition of the use of personal data for any purposes other than the purpose of use

(ii) Matters concerning restrictions on subcontracting and conditions related to prior approval etc.

of subcontracting (including when the subcontractor is a subsidiary of the contractor (meaning a subsidiary as stipulated in Article 2, Paragraph 1, Item 3 of the Companies Act (Act No. 86 of 2005); the same for this item and Paragraph 6)

(iii) Matters concerning restrictions on reproduction etc. of personal data

(iv) Matters concerning handling incidents of leakage etc. of personal data

(v) Matters concerning deletion of personal data and return of media at the end of the outsourcing

(vi) Matters concerning termination of the contract and liability for compensation for damages in the event of breach of the contract

(vii) Other necessary matters concerning the handling of personal data

3 If the Corporation outsources all or part of the handling of personal data, the Corporation shall confirm the management and implementation systems and the status of personal data management at the contractor at least once a year, in principle by on-site inspection, depending on the confidentiality and other details, volume, etc. of the personal data involved in the outsourced operations.

4 If operations involved in the handling of the personal data at the contractor location are subcontracted, the Corporation shall have the subcontractor take the measures in Paragraph 1, and the measures in the preceding paragraphs shall be carried out either through the contractor or by the outsourcer itself depending on the confidentiality and other details of the personal data involved in the subcontracted operations. The same shall apply to the case where the subcontractor sub-subcontracts operations related to the handling of the personal data.

5 When the Corporation has dispatched workers to perform work involved in the handling of personal data, the Corporation must explicitly state the obligation to maintain confidentiality and other necessary matters concerning the handling of personal data in the worker dispatch contract.

(Anonymization measures)

Article 18 If the Corporation outsources all or part of the handling of personal data, from the viewpoint of reducing the risk of damage due to leakage etc., the Corporation shall take anonymization measures such as replacing names with numbers as necessary, taking into account the purpose of use of the data recipient, the details of the operations to be outsourced, and the degree of confidentiality and other details of the personal data.

(Report leaks etc.)

Article 19 In the event of a leakage or loss of or damage to personal data or other situation pertaining to ensuring the safety of personal data that is specified by the Personal Information Protection Commission Regulations as highly likely to harm the rights and interests of individuals, the Corporation must report to the Personal Information Protection Commission that such a situation has occurred, as specified by the Personal Information Protection Commission Regulations. However, this shall not apply if the Corporation has been commissioned with all or part of the

handling of said personal data by another enterprise, government agency, etc. handling the data and the Corporation has notified that other enterprise, government agency, etc. handling the personal information of the occurrence of the situation in accordance with the provisions of the Personal Information Protection Commission Regulations.

- 2 In the case stipulated in the preceding paragraph (excluding cases where notification is made according to the provisions of the proviso of the preceding paragraph), the Corporation must notify the individual whose data is involved to the effect that the situation has occurred in accordance with the Personal Information Protection Commission Regulations. However, this shall not apply to cases where it is difficult to notify the person in question and alternative measures necessary to protect the rights and interests of the person are taken.

(Restriction on Providing Personal Data to Third Parties)

Article 20 The Corporation must not provide personal data to a third party without obtaining the prior consent of the individual, except in the following cases.

- (i) When based on law or ordinance
- (ii) When it is necessary for the protection of the life, body, or property of an individual and it is difficult to obtain the consent of the individual
- (iii) When the disclosure is particularly necessary for improving public health or promoting the sound growth of children and it is difficult to obtain the consent of the individual.
- (iv) When it is necessary to cooperate with a national agency, a local government, or an individual or entity to whom either a national agency or local government outsourced the execution of clerical work prescribed by law and ordinance, and there is a danger that obtaining the consent of the individual would impede the carrying out of the administrative matter in question.
- (v) When the provision of the personal data is unavoidable for the publication of the results of academic research or for teaching (except when the provision of the personal data is likely to unreasonably infringe upon the rights and interests of the individual)
- (vi) When it is necessary to provide the personal data for academic research purposes (including when part of the purpose of providing the personal data is academic research, and excluding when there is a risk of unreasonably infringing on the rights and interests of individuals) (limited to the case where the enterprise handling the personal information and the third party jointly conduct academic research)
- (vii) When it is necessary for a third party to handle personal information for the purpose of academic research (including cases in which part of the purpose for handling the personal information is academic research, but excluding cases in which there is a risk of unreasonably infringing on the individual's rights and interests)

- 2 If the provision to a third party of personal data that identifies an individual is to be stopped at the request of the individual concerned, and if the Corporation has notified the individual or made the

personal data readily accessible to the individual beforehand and has notified the Personal Information Protection Commission in advance of the matters listed in each item of Article 27, Paragraph 2 of the Personal Information Protection Act as stipulated in the Personal Information Protection Commission Regulations, then the personal data concerned may be provided to a third party regardless of the provisions of the preceding paragraph. However, this does not apply if the personal data provided to a third party includes personal information requiring special consideration, personal information obtained in violation of the provisions of Article 12 Paragraph 1, or personal data provided by other enterprises handling personal information in accordance with the provisions of the main text of this paragraph (including data reproduced or processed in whole or in part).

- 3 When there is a type of change that is listed in Article 27, Paragraph 2, Item 1 of the Personal Information Protection Act or when the Corporation stops providing personal data in accordance with the provisions of the preceding paragraph, or when it intends to change any of the matters listed in Items 3 through 5, Item 7, or Item 8 of Paragraph 1 of the same article, the Corporation must in advance so notify the individual or make such changes readily accessible to them and notify the Personal Information Protection Committee as provided in the Personal Information Protection Commission Regulations.
- 4 In the following cases, the person to whom the personal data is provided shall not fall under the category of a third party with respect to applying the provisions of the preceding paragraphs.
 - (i) When the personal data is provided in connection with the Corporation outsourcing all or part of the handling of personal data within the scope necessary for the achievement of the purpose of use
 - (ii) When personal data to be shared with a specific party is provided to that specific party and the individual is notified or such information is made in a manner so that it is readily available to the individual in advance with information to that effect, as well as the personal data item(s) to be jointly used, the scope of the parties jointly using the data, the purpose of use by the party using the data, as well as the name or title and address of the party that is responsible for the management of that personal data and, in case of a corporation, the name of its representative.
- 5 The Corporation must notify the individual or make such information readily available to the individual without delay if there is a change in the name, title, or address of the person responsible for the management of the personal data stipulated in Item 2 of the preceding paragraph or a change in the name of the Corporation's representative, or in advance if the purpose of use of the party using the personal data or the person responsible stipulated in this item is to be changed.

(Restriction on Provision to Third Parties Located in Foreign Countries)

Article 21 When the Corporation provides personal data to a third party (regarding the handling of

personal data, excluding those parties that are equipped with a system that meets the standards stipulated in the Personal Information Protection Commission Regulations as necessary for continually carrying out measures equivalent to measures that should be taken by an enterprise handling personal information according to the provisions of Chapter 4, Section 2 of the Personal Information Protection Act (meaning the "equivalent measures" in Paragraph 3); the same shall apply in this paragraph, the following paragraph, and Article 24, Paragraph 1, Item 2) in a foreign country (meaning a country or region outside Japan; hereinafter, the same) (excluding those specified in the Personal Information Protection Commission Regulations as foreign countries that have personal information protection systems that are recognized to be at the same level as Japan in protecting the rights and interests of individuals; hereinafter, the same), except for the cases listed in the items of Paragraph 1 of the preceding article, the Corporation must obtain the consent of the individual authorizing the provision to a third party in a foreign country in advance. In this case, the provisions of the said Article do not apply.

- 2 When the Corporation attempts to obtain the consent of the individual in accordance with the provisions of the preceding paragraph, it must provide the individual in advance with information on the system for the protection of personal information in that foreign country, the measures taken by the third party for the protection of personal information, and other information helpful for the individual in accordance with the Personal Information Protection Commission Regulations.
- 3 When the Corporation provides personal data to a third party in a foreign country (limited to those which have established the system stipulated in Paragraph 1), the Corporation must take necessary measures to ensure the continuous implementation of equivalent measures by the third party and must provide the individual with information concerning these necessary measures upon their request in accordance with the provisions of the Personal Information Protection Commission Regulations.

(Creation etc. of Records Pertaining to Provision to a Third Party)

Article 22 When the Corporation provides personal data to a third party (excluding those listed in any of the items of Article 16, Paragraph 2 of the Personal Information Protection Act; the same hereinafter in this article and the next article (including the case where it is applied mutatis mutandis interpreting Article 24, Paragraph 3), the Corporation must create records concerning the date on which the personal data was provided, the name or title of the third party, and other matters stipulated in the Personal Information Protection Commission Regulations in accordance with the provisions of the Personal Information Protection Commission Regulations. However, this shall not apply where the provision of the personal data falls under any of the items of Article 20, Paragraph 1 or Paragraph 4 (or any of the items of Article 20, Paragraph 1 for provision of personal data according to the provisions of Paragraph 1 of the preceding Article).

- 2 The Corporation must retain the records of the preceding paragraph for the period specified in the

Personal Information Protection Commission Regulations from the date of creation of those records.

(Confirmation etc. When Receiving Data from a Third Party)

Article 23 When the Corporation receives personal data from a third party, the Corporation must confirm the following matters in accordance with the Personal Information Protection Commission Regulations. However, this shall not apply if the provision of the personal data falls under any of the items of Article 20, Paragraph 1 or Paragraph 4.

(i) The name, title, and address of the third party and for a corporation, the name of its representative

(ii) The circumstances of the acquisition of that personal data by that third party

2 When the Corporation confirms the provisions of this paragraph, the third party of the preceding paragraph must not falsify matters being confirmed.

3 When the Corporation confirms the provision of personal data in accordance with the provisions of Paragraph 1, it must make a record of the date on which it received the personal data, matters relevant to that confirmation, and other matters stipulated in the Personal Information Protection Commission Regulations.

4 The Corporation must retain the records of the preceding paragraph for the period specified in the Personal Information Protection Commission Regulations from the date of creation of those records.

(Restrictions, etc. on Provision of Individual-Related Information to Third Parties)

Article 24 When it is assumed that a third party will acquire individual-related information (limited to those that constitute an individual-related information database etc.; hereinafter, the same) as personal data, except for when listed in an item of Article 20 Paragraph 1, the Corporation must not supply that individual-related information to that third party without confirming the matters listed below beforehand in accordance with the Personal Information Protection Commission Regulations.

(i) The consent of the individual concerned has been obtained to the effect that the third party is permitted to receive individually-related information from the Corporation as personal data that identifies the individual concerned.

(ii) In the case of provision to a third party located in a foreign country, when the consent of the individual in the preceding item is to be obtained, the individual concerned is provided with information on the system for the protection of personal information in the foreign country, the measures taken by the third party to protect personal information, and other information helpful to the concerned individual in advance in accordance with the provisions of the Personal Information Protection Commission Regulations.

2 The provisions of Article 21, Paragraph 3 apply mutatis mutandis in the event the Corporation

provides personally relevant information in accordance with the provisions of the previous paragraph. In this case, the phrase "must provide the individual with information concerning these necessary measures upon their request" in Paragraph 3 of the same article shall be replaced with "take measures".

3 The provisions of Paragraphs 2 to 4 of the preceding article apply mutatis mutandis to the case in which the Corporation confirms according to the provisions of the Paragraph 1. In this case, the term "received" in Paragraph 3 of the same Article shall be replaced with "provided".

Chapter 5 Creation of Pseudonymized Information etc.

(Creation of Pseudonymized Information etc.)

Article 25 When creating pseudonymized information (limited to that which constitutes a pseudonymized information database etc.; hereinafter, the same), as what is required in order to ensure that it is not possible to identify a specific individual unless it is compared with other information, the Corporation must process personal information in accordance with the standards stipulated in the Personal Information Protection Commission Regulations.

2 When the Corporation creates pseudonymized information, or when it acquires pseudonymized information and deleted information etc. related to that pseudonymized information (descriptions etc. deleted from personal information used to create pseudonymized information, personal identification codes, and information on the processing methods used in accordance with the provisions of the preceding paragraph hereinafter the same in Paragraph 7, which applies mutatis mutandis in this article and Paragraph 3 of the next article), as what is required in order to prevent leakage of deleted information etc., the Corporation must take measures for safety management of deleted information etc. in accordance with the standards stipulated in the Personal Information Protection Commission Regulations.

3 Notwithstanding the provisions of Article 10, the Corporation must not handle pseudonymized information (limited to personal information; hereinafter in this article, the same) beyond the range of the purpose of use specified in accordance with the provisions of Article 9 Paragraph 1, except as based in law and ordinances.

4 With respect to the application of the provisions of Article 13 to pseudonymized information, "notify the individual or announce publicly" in Paragraphs 1 and 3 of Article 13 shall be replaced with "announce publicly" and "notify the person or publicly announcing" in Paragraph 4, Items 1 through 3 of Article 13 shall be replaced with "announce publicly".

5 When personal data, deleted information, etc. that are pseudonymized information are no longer required for use, the Corporation must endeavor to delete that personal data, deleted information, etc. without delay. In this case, the provisions of Article 14 do not apply.

6 Notwithstanding the provisions of Article 20 Paragraphs 1 and 2 and Article 21 Paragraph 1, the

Corporation must not provide pseudonymized personal data to a third party, except when based on law and ordinance. In this case, "the preceding paragraphs" in Article 20, Paragraph 4 is replaced with "Article 25, Paragraph 6", and in Item 2 of the same paragraph, the phrase "the individual is notified or such information is made in a manner so that it is readily available to the individual" is replaced with "must make public", and in Paragraph 5 of the same article "must notify the individual or make such information readily available to the individual" is replaced with "must make public". In the proviso of Article 22, Paragraph 1, "any of the items of Article 20, Paragraph 1 or Paragraph 4 (any of the items in Article 20, Paragraph 1 for provision of personal data according to the provisions of Paragraph 1 of the preceding article)" and in the proviso of Article 23, Paragraph 1, "any of the items of Article 20, Paragraph 1 or Paragraph 4" are replaced with "based on law or ordinance or any of the items of Article 20, Paragraph 4".

7 In handling pseudonymized information, the Corporation must not reference the said pseudonymized information against other information in order to identify the individual whose personal information was used to create that pseudonymized information.

8 In handling pseudonymized information, the Corporation must not send the pseudonymized information by telephone, by mail, by general correspondence delivery service provider stipulated in Article 2 Paragraph 6 of the Act on Correspondence Delivery by Private Business Operators (Act No. 99 of 2002), by specified correspondence delivery service provider stipulated in Paragraph 9 of the same Article, by telegram, by a facsimile device, or by an electromagnetic method (meaning a method using an electronic data processing organization or a method using other information communication technology stated in the Personal Information Protection Commission Regulations) and must not use the contact information or other information contained in the said pseudonymized information in order to visit the residence.

9 The provisions of Article 9, Paragraph 2 and Article 19 do not apply to pseudonymized information, personal data that is pseudonymized information, and retained personal data that is pseudonymized information.

(Restrictions etc. on Provision of Pseudonymized Information to Third Parties)

Article 26 Except as based in law and ordinances, the Corporation must not provide pseudonymized information (excluding what is personal information; in the following paragraph and Paragraph 3, the same) to third parties.

2 The provisions of Article 20, Paragraphs 4 and 5 apply mutatis mutandis to those who receive pseudonymized information. In this case, "the preceding paragraphs" in Paragraph 4 of the same article shall be replaced with "Article 26, Paragraph 1", "the individual is notified or such information is made in a manner so that it is readily available to the individual" in Item 2 of the same paragraph shall be replaced with "such information is made public", and "must notify the individual or make such information readily available to the individual" in Item 5 of the same article

shall be replaced with "must make public".

- 3 The provisions of Articles 15 through 17 and Paragraphs 7 and 8 of the preceding article apply mutatis mutandis to the handling of pseudonymized information. In this case, the term "leakage, loss, or damage" in Article 15 shall be replaced with "leakage," and the term "must not reference" in Paragraph 7 of the preceding Article shall be replaced with "must not acquire deleted information etc. or reference".

Chapter 6 Handling of Individual Numbers and Specified Personal Information

(Scope of Clerical Work With Handling of Specific Personal Information)

Article 27 The scope of clerical work with handling specific personal information, etc. in the Corporation, the divisions, protection managers, and staff members who handle specific personal information, etc. (hereinafter referred to as "persons in charge of handling clerical work") under jurisdiction shall be as shown in the attached table.

- 2 The protection manager shall specify the scope of Specific Personal Information, etc. to be handled by persons in charge of handling clerical work.

(Restrictions on the Use of Individual Numbers)

Article 28 The protection manager shall limit the use of individual numbers to clerical work previously limited by the Numbers Act.

(Restrictions on Requests for Provision of Individual Numbers)

Article 29 The Corporation must not request the provision of individual numbers, except when the provision of individual numbers is necessary to process clerical work related to individual numbers, and when stipulated by the Numbers Act.

(Restriction on Creation of Specific Personal Information Files)

Article 30 The Corporation must not create a specific personal information file, except when the file is necessary to process clerical work related to individual numbers, and when stipulated by the Numbers Act.

(Restrictions on Collection and Storage of Specific Personal Information etc.)

Article 31 The Corporation must not collect or store personal information containing the individual numbers of others, except when it comes under any of the items of Article 19 of the Numbers Act.

(Supervision of Contractors etc.)

Article 32 If the Corporation outsources all or a part of clerical work related to individual numbers, the Corporation shall check in advance whether or not the party outsourced to will take measures equivalent to the safety management measures that the Corporation should take under the Numbers Act.

- 2 When outsourcing all or part of clerical work related to individual numbers, the Corporation shall conduct necessary and appropriate supervision to ensure that the "party outsourced to" takes

measures equivalent to the safety management measures that the Corporation should take.

- 3 If the "party outsourced to" subcontracts all or part of the clerical work related to individual numbers, the Corporation shall determine whether to accept or reject the subcontract after checking that appropriate safety management is established for the specific personal information handled in the outsourced clerical work related to individual numbers.

Chapter 7 Creation and Publication of Personal Information File Register

(Creation and Publication of Personal Information File Register)

Article 33 The corporation must prepare and make public the personal information file register in the respective attachment for the personal information files it holds in accordance with the Order for Enforcement.

- 2 The provisions of the preceding paragraph shall not apply to personal information files that are listed in the items of the Personal Information Protection Act Article 75, Paragraph 2.

- 3 Notwithstanding the provisions of Paragraph 1, the Corporation may record part of the items recorded in a personal information file (hereinafter in this paragraph, "recorded items") or matters listed in Article 74, Paragraph 1, Item 5 or Item 7 of the Personal Information Protection Act in a personal information file register or if it is found that listing a personal information file in the personal information file register poses a risk of significant interference with the proper execution of matters or operations due to the nature of those related to the purpose of use, then the Corporation may exclude part of the recorded items or items from recording or may not record that personal information file in the personal information file register.

Chapter 8 Disclosure, Correction, and Termination of Use of Personal Information etc.

(Procedures for Requests for Disclosure etc. and Requests for Review)

Article 34 Procedures pertaining to requests for disclosure, correction (including addition or deletion) or termination of use (meaning termination of use, deletion, or termination of provision) of one's own personal information held by the Corporation are according to the provisions of Personal Information Protection Act Chapter 5, Section 4, Subsections 1 to 3 and the Order for Enforcement Article 21, Paragraphs 1, 2, and 3.

- 2 The procedure when there is a request for review under the Administrative Complaint Review Act (Act No. 68 of 2014) shall be in accordance with the provisions of the Personal Information Protection Act Chapter 5, Section 4, Subsection 5.

Chapter 9 Creation etc. of Government Agency etc. Anonymized Information

(Creation, Provision, etc. of Government Agency etc. Anonymized Information)

Article 35 The Corporation may create anonymized government agency etc. information (limited to

those that make up anonymized government agency etc. information files; hereinafter, the same) in accordance with the provisions of the Personal Information Protection Act Chapter 5, Section 5.

2 The Corporation shall not provide anonymized government agency etc. information, except in cases falling under any of the items of the Personal Information Protection Act Article 107, Paragraph 2.

3 Notwithstanding the provisions of Articles 10 and 20, the Corporation must not itself use or provide deleted information (limited to that information falling under retained personal information) for purposes other than the purpose of use, except in cases based on laws and ordinances.

4 "Deleted information" in the preceding paragraph means descriptions, etc. and personal identification codes deleted from retained personal information used to create anonymized government agency etc. information.

(Prohibition of Identification)

Article 36 In handling anonymized government agency etc. information, the Corporation must not compare such anonymized government agency etc. information against other information in order to identify the individual whose personal information was used to create the anonymized government agency etc. information, except when based on laws and ordinances.

(Measures etc. to Ensure Safety)

Article 37 In addition to the provisions of the next article and Article 39, anonymized government agency etc. information etc. is treated as retained personal information and the provisions of Article 3 through Article 6, Article 7 Paragraph 2, and Article 18 apply to the measures necessary for preventing leaks of and providing appropriate management of descriptions etc. deleted from retained personal information used to create anonymized government agency etc. information and individual identification codes and information concerning the methods used to process in accordance with the provisions of Handling Regulations Article 8 Paragraph 1 (Regulation No. 20 of February 28, 2018; hereinafter, the "Anonymized Information Handling Regulations") concerning the provision of anonymized government agency etc. information by National University Corporation Nagoya Institute of Technology.

(Contract Party Corrective Action Confirmation etc.)

Article 38 In accordance with the provisions of the Personal Information Protection Act Article 113 and the Anonymized Information Handling Regulations Article 7 (including cases in which the provisions of Article 7 of the same regulations are applied mutatis mutandis in accordance with the provisions of Article 9 of the same regulations), if the protection manager receives a report from the contracting party about a risk of obstruction to the appropriate management of government agency etc. anonymized information that the contracting party has carried out based on the provisions of the Personal Information Protection Act Article 110 Paragraph 2 Item 7, then the protection manager must report to the General Protection Manager and also check the measures carried out by the said contracting party in order to correct the problem promptly.

(Outsourcing etc. of Operations Pertaining to Government Agency etc. Anonymized Information)

Article 39 When operations related to the creation of government agency etc. anonymized information or work related to handling of government agency etc. anonymized information etc. are outsourced to the outside, "all or part of the handling of personal data" in Article 17 is replaced with "operations related to the creation of government agency etc. anonymized information or operations related to the handling of government agency etc. anonymized information" and "personal data" is replaced by "government agency etc. anonymized information etc." and the provisions of the same paragraph apply.

Chapter 10 Miscellaneous Provisions

(Miscellaneous provisions)

Article 40 In addition to the provisions of these regulations, other necessary matters concerning Personal Information etc. protection etc. are stipulated elsewhere.

Supplementary Provisions

This regulation shall come into effect on April 1, 2005.

Supplementary Provisions

This regulation shall come into effect on May 1, 2009.

Supplementary Provisions

This regulation shall come into effect on April 1, 2010.

Supplementary Provisions

This regulation shall come into effect on April 1, 2011.

Supplementary Provisions (Regulation No. 7 of July 26, 2012)

This regulation shall come into effect on August 1, 2012.

Supplementary Provisions (Regulation No. 29 of March 25, 2013)

This regulation shall come into effect on April 1, 2013.

Supplementary Provisions (Regulation No. 32 of March 17, 2015)

This regulation shall come into effect on April 1, 2015.

Supplementary Provisions (Regulation No. 7 of October 28, 2015)

This regulation shall come into effect on October 28, 2015.

Supplementary Provisions (Regulation No. 9 of December 16, 2015)

This regulation shall come into effect on December 16, 2015.

Supplementary Provisions (Regulation No. 33 of March 30, 2016)

This regulation shall come into effect on April 1, 2016.

Supplementary Provisions (Regulation No. 1 of May 30, 2017)

This regulation shall come into effect on May 30, 2017.

Supplementary Provisions (Regulation No. 2 of July 4, 2017)

This regulation shall come into effect on July 4, 2017, and the provisions of the revised regulations concerning the protection etc. of personal information held by National University Corporation Nagoya Institute of Technology shall come into effect on December 16, 2015.

Supplementary Provisions (Regulation No. 21 of February 28, 2018)

This regulation shall come into effect on February 28, 2018.

Supplementary Provisions (Regulation No. 22 of February 19, 2019)

This regulation shall come into effect on February 19, 2019.

Supplementary Provisions (Regulation No. 4 of April 24, 2019)

This regulation shall come into effect on April 24, 2019 and shall apply from April 1, 2019.

Supplementary Provisions (Regulation No. 31 of March 23, 2022)

This regulation shall come into effect on April 1, 2022.

Supplementary Provisions (Regulation No. 31 of March 22, 2023)

This regulation shall come into effect on April 1, 2023.

ATTACHMENT (related to Article 27, Paragraph 1)

Work handled (role)	Department	Protection manager	Person in charge of handling clerical work
Collecting withholding tax on salary income and retirement income	Personnel Division	Manager of Personnel Division	Personnel Division Staff
Clerical work for creating payment reports related to compensation, fees, etc.	Accounting Division	Manager of Accounting Division	Accounting Division staff
National Public Service Mutual Aid Notice and Application clerical work Mutual Aid Association related clerical work	Personnel Division	Manager of Personnel Division	Personnel Division Staff
Health insurance, employee's pension insurance notices and application clerical work	Personnel Division	Manager of Personnel Division	Personnel Division Staff
Employment insurance notices and application clerical work	Personnel Division	Managerr of Personnel Division	Personnel Division Staff

Clerical work concerning claims under the Industrial Accident Compensation Insurance Act	Personnel Division	Manager of Personnel Division	Personnel Division Staff
Clerical work for a national pension category III insured person notice	Personnel Division	Manager of Personnel Division	Personnel Division Staff

Accompanying Form

Personal information file register

1	Personal information file name	
2	Name of the corporation and the name of the organization in charge of the clerical work that the personal information file is supplied to be used for	National University Corporation Nagoya Institute of Technology
3	Purpose of use of personal information files	
4	Items recorded in the personal information file and the scope of individuals recorded in the personal information file as the person themselves	
5	Method of collecting personal information to be recorded in personal information files	
6	If any personal information requiring special consideration is included, a statement to that effect	
7	Recurring recipients of personal information recorded in personal information files (when provided)	
8	Name and address of the organization that accepts disclosure requests, correction requests, and termination of use requests	National University Corporation Nagoya Institute of Technology Gokisho-cho, Showa-ku, Nagoya-shi 466-8555
9	Provisions for procedures for correction, termination of use, etc. (if any) according to the provisions of other laws or orders based on them	

10	Personal information file classification	<input type="checkbox"/> Personal Information Protection Act Article 60, Paragraph 2, Item 1 (Computer processed file) <input type="checkbox"/> Personal Information Protection Act Article 60, Paragraph 2, Item 2 (manual file)
	Whether or not the file falls under the Order for Enforcement <u>Article 20, Paragraph 7</u> (When it is a computer processing file, whether or not there is an accompanying manual file)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	The file is a personal information file for soliciting proposals for government agency etc. anonymized information	
12	Name and address of the organization receiving proposals for government agency etc. anonymized information	
13	Outline of government agency etc. anonymized information	
14	Name and addresses of the organization receiving proposals concerning government agency etc. anonymized information	
15	The period during which proposals may be made concerning government agency etc. anonymized information	
Remarks		